



Fees and Charges for Use of Committee Room(s) and Council Chambers for Meetings

	Non-profit* and Government		Other Users	
	Monday – Friday 8:00 a.m. – 10:00 p.m.	Weekends 8:00 a.m. – 10:00 p.m.	Monday – Friday 8:00 a.m. – 10:00 p.m.	Weekends 8:00 a.m. – 10:00 p.m.
Committee Room(s)				
W-118	No charge	\$ 75/hr	No charge	\$ 150/hr
W-119	No charge	\$ 75/hr	No charge	\$ 150/hr
W-120	No charge	\$ 75/hr	No charge	\$ 150/hr
Council Chambers				
W-166	\$ 90/hr		\$ 180/hr	
% of Gross Admission Receipts	0		10% vs. the rental fees, whichever is greater**	

*Groups claiming non-profit status are required to include a copy of their IRS determination with their application.

** Tickets must be ordered by the Event Services Office or a ticket manifest from a recognized ticketing outfit must be supplied by the client. The City will require qualified ticket takers at client's expense.

Minimum Fees

Where fees apply, the minimum charge is the fee equivalent to two hours use for meetings held Monday through Friday and the fee equivalent of four hours use for meetings held on weekends.

Food and Beverage

Food and beverage are limited to light refreshments in the Committee Rooms. Light refreshments are continental breakfasts, snacks, box lunches and non-alcoholic beverages. No food or beverage are allowed in the Council Chambers.

Parking Fees for Underground Parking Facility

Monday – Friday, 8:00am – 11pm (\$0.75 per 20 minutes not to exceed \$15.00 maximum). Parking is also available in the 4th Street garage (near the intersection of 4th and San Fernando Streets), 3rd Street garage, (between Santa Clara & St. John Streets), Market Street garage (between Santa Clara & St. John Streets), 2nd & San Carlos garage (near San Carlos Street between 2nd and 3rd streets).

Refundable Cleaning and Damage Deposit (*when facilities are returned in good condition*)

\$100.00 for Committee Room

\$250.00 for Council Chambers

Note: Committee Rooms may not be used for Commercial purposes Monday-Friday.

Cancellation Charges

Prior to 5 days

\$10.00

Within 5 days

100%

Charges for Exceeding the Maximum Approved Time Limit

Two times the normal rental rate for each hour or a fraction thereof.

Miscellaneous Fees

Reimbursement for direct, identified costs incurred by City
Committee Meeting Room Reconfiguration
Audio Visual Services
Clean-up or damage charge
Returned checks

Amount of actual cost
minimum \$80.00 per set-up
Call 408-535-1248 for a quote
Amount of actual cost
Current established City fee